

Operating Expenses

Sponsors should adhere to the following project minimum.

(A) Management Fee for Project

Management fee for projects should be budgeted within the average range of \$50 - \$65 per unit per month. Each year the range will be increased by the Agency based on the current Consumer Price Index (CPI).

(B) Reserve for Repairs and Replacement should be budgeted as follows:

- Under fifty (50) units for rehabilitation or new construction at five hundred twenty-five (\$525) per unit.
- Projects of fifty (50) units or more at four hundred forty (\$440) per unit for family new construction.
- Projects of fifty (50) units or more at three hundred ninety (\$390) per unit for senior new construction
- Projects of 50 units or more at four hundred forty (\$440) per unit for senior rehabilitation.

Projects of 50 units or more at four hundred ninety (\$490) per unit for family rehabilitation

(C) Administrative Expenses

- Auditing – Cannot exceed the “base fee “which is \$11,810.
- Bookkeeping/Accounting & Computer Charges – are applicable to the preparation of Monthly/Quarterly Operation Reports (MORs/QORs) and when combined, cannot exceed \$6.50 per unit per month, but not to exceed \$1,005 per month.

NOTE: These fee are adjusted annually by CPI.

(D) Salaries and Related Charges

Developments of 50 or more units should have a Site Manager and at a minimum, a Superintendent

- Benefits and Payroll should be estimated with the following guidelines

Benefits – between 15% and 30% of the total salaries

Payroll Taxes – at 10% of the total salaries

Worker's Compensation – between 2% and 3%